

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

## BYLAWS

### Article I

#### Name and Relationship

- A. The Name of this Organization shall be the Lakelands Voluntary Organizations Active in Disaster. The following are the counties within the area: Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda. Lakelands VOAD shall serve as the local level organization of the South Carolina Voluntary Organizations Active in Disaster (SCVOAD) and will maintain active membership in that organization.
- B. The business address of the organization shall be:  
  
Lakelands VOAD  
Address: 528 Monument Street, B-24, Greenwood, SC 29646  
Attn: Board Chairman
- C. Lakelands VOAD will provide a mechanism for agencies to work together to prepare for the needs associated with disaster events in the Lakelands Area. (Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda)

### Article II

#### Mission

**Lakelands VOAD** will bring together voluntary organizations to assist the residents of Lakelands County in the event of a disaster, to coordinate service delivery planning and reduce duplication of services to people affected by disaster.

- A. Lakelands VOAD shall uphold the values of the National VOAD movement: Cooperation, Communication, Coordination, and Collaboration.
- B. Lakelands VOAD takes no role in providing direct services to anyone. Direct services are provided by member organizations.
- C. Lakelands VOAD shall, where deemed appropriate and feasible, support, encourage, and cooperate with the work of agencies and organizations that work toward hazard mitigation and disaster preparedness/prevention.

Lakelands VOAD  
Address: 528 Monument Street, B-24, Greenwood, SC 29646  
Attn: Board Chairman

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

- D. Lakelands VOAD will provide a mechanism for the agencies to work together to prepare for the needs associated with disaster events in the Lakelands Area. (Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda)

## Article III

### Membership

- A. Lakelands VOAD is not intended to be a competing agency but an umbrella organization of existing agencies. Each member organization maintains its own identity and independence, yet works closely with other member organizations to improve service and eliminate unnecessary duplication.
- B. There shall be two categories of membership: Regular Member Organizations and Associate Member Organizations
- C. **Regular Member Organizations (RMO)** shall include:
  - a. Local affiliates of NVOAD Member Organizations;
  - b. Other local organizations with not-for-profit structures, including charitable and faith-based institutions that have a stated policy of commitment of resources to meet the needs of people affected by disaster; and
  - c. Other organizations with similar status that desire to function in an auxiliary capacity to the afore-mentioned organizations or to develop a plan to meet unmet needs identified by Lakelands VOAD.
- D. **Associate Member Organizations (AMO)** shall include governmental agencies, for-profit entities, and media organizations:
  - a. have an interest in and which offer services to further the mission of Lakelands VOAD and its member organizations
  - b. encourage their members to participate in Lakelands VOAD activities

## Article IV

### Selection, Rights, Expectations, Tenure, Termination

- A. Membership in Lakelands VOAD will be granted to organizations not to individuals.
- B. All organizations must apply for membership by completing a Lakelands VOAD Member Organization Profile (Addendum 1) which should be sent to the Executive Secretary of the Lakelands VOAD Board of Directors who will in turn send it to the Membership Committee. The Membership Committee, upon review of the application, makes a recommendation for acceptance or denial of the application at the next Board of Directors' meeting.
- C. Maintaining Membership:

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

1. Organizations that continue to meet the conditions for membership are automatically retained as members.
  2. Organizations will be asked to update their Member Organization Profile annually.
  3. Organizations which, during the previous year, have not met one or more of the conditions of membership will be reminded in writing by the Chair or Vice Chair of the need to do so; and if the condition(s) remain unmet during the following year, their membership will be terminated.
  4. Any changes affecting conditions of membership should be made known immediately to the Chair of the Lakelands VOAD Board of Directors.
- D. Organizations are expected to be represented by at least one authorized representative at general meetings, Board meetings, and any subsequent committee meetings on which that organization serves. Authorized representatives should be of the authority to act on behalf of their organization, make decisions regarding its resources and exercise its vote.
- E. Member Organizations are encouraged to provide support to Lakelands VOAD in carrying out its objectives. Support in the form of financial support, meeting space, food, supplies, and administrative support will be welcomed and appreciated.
- F. Failure by any Regular Member Organization (RMO) to provide representation at General meetings in the form of 3 unexcused absences during the calendar year will be notified in writing or electronically that their membership is in jeopardy.
- G. Termination of Membership in Lakelands VOAD may be initiated in the following:
1. Voluntary withdrawal of a member organization through a letter of separation sent to the Chair of the Lakelands VOAD Board of Directors.
  2. Notification by the Lakelands VOAD Board of Directors of failure to meet the conditions of membership for two consecutive years.

## Article V

### Meetings

- A. There will be three (3) categories of meetings necessary to carry out the work of Lakelands VOAD: General, Committee, and Board of Directors' meetings.
- B. The Lakelands VOAD will hold general meetings at least twice annually according to the schedule found in Addendum 2 of these Bylaws which will be set and updated annually.
- C. Committees are encouraged to meet quarterly.
- D. The Board of Directors will meet one hour prior to General meetings and on an as-needed basis throughout the year.

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

- E. Member organizations will be notified no less than two (2) weeks in advance of General meetings via email, telephone, or in writing by the designated correspondence representative of the body to which they belong (i.e. Board of Directors, General Membership, and/or Committee)
- F. Unless otherwise stated by the Bylaws, Robert's Rules of Order shall be considered the general rules of conduct for meetings.
- G. Minutes will be recorded by the Executive Secretary of the Lakelands VOAD Board of Directors or a member designated by the Chairperson in the secretary's absence. Minutes shall be distributed via email as a primary rule or alternatively by mail or fax. Committees must identify a designated recorder and provide a committee report at the next General meeting.

## **Article VI**

### **Function in Disaster**

Meetings will be held as needed in preparation for potential disasters. In the event of an actual disaster, the purpose of Lakelands VOAD is to bring together voluntary organizations to assist the residents of the Lakelands community, to coordinate service delivery planning and reduce duplication of services to people affected by disaster.

The purpose and mission statement of the NVOAD and the Bylaws of Lakelands VOAD specifically prevent this organization from providing direct service to victims, as this would then make Lakelands VOAD another response agency in direct conflict of Article II, Section B of these Bylaws.

Lakelands VOAD shall respond to disasters which affect the Lakelands County, in the following manner:

- A. The Lakelands VOAD Coordinator, Board of Directors Chair and/or Vice Chair or their designee will report to the affected county's Emergency Operations Center (EOC) if activated and become the liaison for all Lakelands VOAD member organizations not then represented in the EOC.
- B. Member Organizations will be notified of a threatened or actual disaster via email alert and/or by activation of the Lakelands VOAD Member Organization Telephone Alert List. A meeting or teleconference will be convened within 24 to 72 hours following the impact of a medium to large scale disaster affecting the Lakelands community or in situations where several member organizations are involved in a response or recovery effort in the community.
- C. The Chair or their designee will provide updated reports of voluntary organization activities to the affected County Office of Emergency Management at regular intervals or when necessitated by changes in service or location.
- D. At the close of the operation, the Chair or their designee will prepare a consolidated report of all voluntary organizations assisting in disaster response. This report should include

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

recommendations that will enable Lakelands VOAD to encourage and implement corrective action that will enhance the future performance of voluntary organizations working together in disaster response.

## **Article VII**

### **Nominations**

- A. A nominating committee shall consist of three (3) persons appointed by the Chair of the Board of Directors
- B. The function of the nominating committee is to facilitate the call for and recording of a slate of candidates for vacant Director's seats on the Lakelands VOAD Board.
- C. The nominating committee will serve only until an election takes place.

## **Article VIII**

### **Leadership**

- A. The Lakelands VOAD Board of Directors shall be comprised of a minimum of five (5) persons elected from Regular Member Organizations. Directors will be asked to serve a three (3) year term. Composition will be such that persons elected to the Board are from different organizations. Board of Director's seats will be designated numerically. For the first Board, one position will be elected to serve for 1 year, two positions will be elected to serve 2 years and 2 positions will be elected to serve 3 years. These positions will be decided by random draw after the election. (i.e. *Seat 1, Seat 2, etc.*) See Addendum 3 for current Board roster.
- B. The Board of Directors shall elect from among itself a Chair, Vice Chair, and Secretary/Treasurer (*if needed*). The term of office is one (1) year with a maximum of three (3) consecutive terms.
- C. The Board of Directors shall have the power to fill vacancies that may occur prior to the end of a term.
- D. The Board of Directors shall have the power to act on behalf of the entire body of membership of Lakelands VOAD within the adopted guidelines of the organization.
- E. Committee Chairs will be appointed by the Board of Directors and will be asked to serve at least one year term.
- F. The Lakelands VOAD Coordinator will serve indefinitely as the Executive Secretary of Lakelands VOAD recording minutes at both General and Board of Directors' meetings as well as maintaining all Member Organization information.

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

## Article IX

### Committees

- A. In addition to the Board of Directors, Lakelands VOAD will establish the following committees which will be activated according to need and depth of membership:
1. **Membership Committee**--Identifies additional organizations to invite to participate and ensures that necessary application procedures are followed. Reviews participation of member organizations and compliance with membership criteria. The Membership Committee will make recommendations to the Board of Directors for inclusion or termination of organizations.
  2. **Training & Exercise Committee**—
    - A. **Training**--Identifies and recommends relevant training courses for Lakelands VOAD members that enable them to expand their community disaster preparedness/response capabilities and periodically tracks member completion. The following online courses offered through FEMA are recommended for basic understanding of the Incident Command System and the history and application of VOAD.
      - 1) *Introduction to Incident Command System*  
<http://training.fema.gov/EMIWeb/IS/is100.asp>
      - 2) *The Role of Voluntary Organizations Active in Disaster*  
<http://training.fema.gov/EMIWeb/downloads/is288comp.pdf>
    - B. **Exercise**--At least annually, designs, develops and executes simulated emergency tests for Lakelands VOAD member organizations, using DHS' recommended building block and multiyear exercise approaches in order to clarify roles and responsibilities, improve member coordination, identify resource gaps, improve individual performance and identify opportunities for improvement.
  3. **Spontaneous Volunteer Management Committee**—develops Lakelands VOAD Plan for the Use of Spontaneous Volunteers in Times of Disaster which will serve as the plan for Lakelands usage of spontaneous volunteers during a disaster.
  4. **Donated Goods and Resources Committee** Develops plan to address issues regarding the collection, storage, and distribution of donated goods during a disaster; related to each County's Emergency Operations plan.
  5. **Long Term Recovery Committee**-- Involves local disaster relief and recovery agencies from a wide variety of disciplines who work cooperatively to develop a plan to assist disaster victims with long-term recovery and unmet needs.

# Lakelands VOAD

Lakelands Voluntary Organizations Active in Disaster

---

6. **Nominating Committee**--see Article VII

## **Article XI**

### **Amendments**

- A. The Lakelands VOAD Board of Directors shall serve as the entity with decision-making power to amend these bylaws.
- B. Proposed amendments must be distributed by email (primary) or mail no less than two weeks prior to a meeting at which the amendments will be considered.
- C. Amendments to these Bylaws may be made by a two-thirds majority of the Lakelands VOAD members present at the meeting.

**These Bylaws were formally approved and adopted at Lakelands VOAD meeting on November 16, 2015.**